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Headteacher: Mr. Aaron Wanford MA, B.Ed. (Hons), NPQH

Friday, 26<sup>th</sup> June 2020

### Admission for Nursery, Reception, Year One and Childcare provision w/c 29<sup>th</sup> June - Update

Dear Parents and Carers,

Following on from the letter in which we sent to all parents/carers regarding arrangements for next week, we wanted to confirm that timings for the start and end of the day are to **remain the same**. I apologise there was some confusion from what I explained yesterday – we had meant that things would continue as they had been over the last few weeks, but that we wouldn't need to have children returning on different days.

Just as a reminder of the bubble drop off and pick up times can be found below:

#### Timings for the start of the day

| Entrance to school accessibility gate/area   | Normal classroom location to be used:  | Class/year temporary users:  | Entrance door to use temporarily:  | Arrival time   |
|--|--|--|--|--|
| Nursery external gate<br><i>(parents/carers leave children at the gate)</i>                  | <ul style="list-style-type: none"> <li>Little Acorns classroom</li> </ul>  | <ul style="list-style-type: none"> <li>Nursery 2</li> </ul>  | <ul style="list-style-type: none"> <li>Acorns classroom</li> </ul>   | 8.30-8.40am  |
| Nursery main entrance automatic door<br><i>(children left at the door with an adult)</i>     | <ul style="list-style-type: none"> <li>Little Berries classroom</li> </ul>   | <ul style="list-style-type: none"> <li>Nursery 1</li> </ul>  | <ul style="list-style-type: none"> <li>Nursery main entrance door</li> </ul>   | 8.30-8.40am  |
| Rear car park gate<br><i>(children left at the gate, <u>except</u> for nursery children)</i> | <ul style="list-style-type: none"> <li>Rowan classroom</li> <li>Ash classroom</li> <li>Oak classroom</li> <li>Plane classroom</li> <li>Cedar classroom</li> <li>Alder classroom</li> </ul> | <ul style="list-style-type: none"> <li>Nursery 3</li> <li>Nursery 4</li> <li>Elm 2</li> <li>Elm 1</li> <li>Beech 1</li> <li>Beech 2</li> </ul> | <ul style="list-style-type: none"> <li>Rowan class</li> <li>Ash class</li> <li>KS1 toilet door</li> <li>KS1 toilet door</li> <li>KS1 toilet door</li> <li>KS1 toilet door</li> </ul> | 8.30-8.40am<br>8.30-8.40am<br>8.40-8.50am<br>8.40-8.50am<br>8.50-9.00am<br>8.50-9.00am |

| Entrance to school accessibility gate/area  | Normal classroom location to be used:   | Class/year temporary users:  | Entrance door to use temporarily:   | Arrival time   |
|---|---|--|---|--|
| Main entrance gate and then picket gate by Elm classroom<br><i>(parents/carers leave children at the picket gate)</i>     | <ul style="list-style-type: none"> <li>Willow classroom</li> <li>Birch classroom</li> </ul> | <ul style="list-style-type: none"> <li>Willow 1</li> <li>Willow 2</li> </ul> | <ul style="list-style-type: none"> <li>Willow class</li> <li>Birch class</li> </ul> | <ul style="list-style-type: none"> <li>8.30-8.40am</li> <li>8.30-8.40am</li> </ul> |
| Main entrance gate and then fire exit end of KS1 corridor<br><i>(parents/carers leave children at the fire exit door)</i> | <ul style="list-style-type: none"> <li>Beech classroom</li> <li>Elm classroom</li> </ul>    | <ul style="list-style-type: none"> <li>Birch 1</li> <li>Birch 2</li> </ul>   | <ul style="list-style-type: none"> <li>Beech class</li> <li>Elm class</li> </ul>    | <ul style="list-style-type: none"> <li>8.50-9.00am</li> <li>8.50-9.00am</li> </ul> |
| Y5/Y6 entrance gate<br><i>(parents/carers leave children at the fire exit door by Y5/Y6)</i>                              | <ul style="list-style-type: none"> <li>Critical worker Childcare provision room</li> </ul>  | <ul style="list-style-type: none"> <li>Mix Y2-Y4</li> </ul>                  | <ul style="list-style-type: none"> <li>Sycamore class</li> </ul>                    | <ul style="list-style-type: none"> <li>8.50-9.00am</li> </ul>                      |

### Timings for the end of the day

| Normal classroom location to be used:  | Class/year temporary users:  | Exit door to use temporarily:  | Dismissal location:   | Dismissal time   |
|--|--|--|---|--|
| <ul style="list-style-type: none"> <li>Little Acorns classroom</li> </ul>  | <ul style="list-style-type: none"> <li>Nursery 2</li> </ul>  | <ul style="list-style-type: none"> <li>Acorns classroom</li> </ul>   | Nursery external gate (parents wait outside the gate)                           | 11.30am or 3.00pm  |
| <ul style="list-style-type: none"> <li>Little Berries classroom</li> </ul>   | <ul style="list-style-type: none"> <li>Nursery 1</li> </ul>  | <ul style="list-style-type: none"> <li>Nursery main entrance door</li> </ul>   | Nursery main entrance door  | 11.30am or 3.00pm  |
| <ul style="list-style-type: none"> <li>Rowan classroom</li> </ul>  | <ul style="list-style-type: none"> <li>Nursery 3</li> </ul>  | <ul style="list-style-type: none"> <li>Rowan class</li> </ul>  | <ul style="list-style-type: none"> <li>Rowan class door</li> </ul>              | 11.30am or 3.00pm  |
| <ul style="list-style-type: none"> <li>Ash classroom</li> </ul>  | <ul style="list-style-type: none"> <li>Nursery 4</li> </ul>  | <ul style="list-style-type: none"> <li>Ash class</li> </ul>  | <ul style="list-style-type: none"> <li>Ash class door</li> </ul>                | 11.30am or 3.00pm  |
| <ul style="list-style-type: none"> <li>Oak classroom</li> <li>Plane classroom</li> <li>Cedar classroom</li> <li>Alder classroom</li> </ul> | <ul style="list-style-type: none"> <li>Elm 2</li> <li>Elm 1</li> <li>Beech 1</li> <li>Beech 2</li> </ul> | <ul style="list-style-type: none"> <li>Oak class</li> <li>Plane class</li> <li>Cedar class</li> <li>Alder class</li> </ul> | <ul style="list-style-type: none"> <li>Rear car park gate</li> </ul>            | <ul style="list-style-type: none"> <li>3.15-3.25pm</li> <li>3.15-3.25pm</li> <li>3.25-3.35pm</li> <li>3.25-3.35pm</li> </ul> |
| <ul style="list-style-type: none"> <li>Willow classroom</li> <li>Birch classroom</li> </ul>  | <ul style="list-style-type: none"> <li>Willow 1</li> <li>Willow 2</li> </ul>                             | <ul style="list-style-type: none"> <li>Willow class</li> <li>Birch class</li> </ul>  | <ul style="list-style-type: none"> <li>Picket gate by Elm class room</li> </ul> | <ul style="list-style-type: none"> <li>3.00-3.10pm</li> </ul>  |

| Normal classroom location to be used:  | Class/year temporary users:  | Exit door to use temporarily:  | Dismissal location:  | Dismissal time  |
|--|--|--|--|---|
| <ul style="list-style-type: none"> <li>• Beech classroom</li> <li>• Elm classroom</li> </ul> | <ul style="list-style-type: none"> <li>• Birch 1</li> <li>• Birch 2</li> </ul> | <ul style="list-style-type: none"> <li>• Beech class</li> <li>• Elm class</li> </ul> | <ul style="list-style-type: none"> <li>• KS1 fire exit door</li> </ul>   | <ul style="list-style-type: none"> <li>• 3.25-3.35pm</li> </ul> |
| <ul style="list-style-type: none"> <li>• Critical worker Childcare provision room</li> </ul> | <ul style="list-style-type: none"> <li>• Mix Y2-Y4</li> </ul>                  | <ul style="list-style-type: none"> <li>• Sycamore class</li> </ul>                   | <ul style="list-style-type: none"> <li>• Y5/Y6 fire exit door</li> </ul> | <ul style="list-style-type: none"> <li>• 3.15-3.25pm</li> </ul> |

Can we please encourage you to drop your child/ren towards the beginning of their drop off period to avoid congestion where possible.

We would also like to ask that you **do not** collect your child early without letting us know in advance. Unfortunately this has happened on a couple of occasions this week and we would like to remind you that although attendance is not mandatory, we do encourage the children to remain in school unless it is an exceptional circumstance or a medical appointment in which we will still require an appointment card/letter.

If your child is unwell, please also remember to report your child's absence by leaving a voicemail for Mrs. Cavanagh or alternatively you can email [absence@greenridgeacademy.co.uk](mailto:absence@greenridgeacademy.co.uk). It is important that we are informed as early as possible in case we need to communicate with the parents/carers of the other children in your child's bubble.

Thank you for your cooperation.

Yours faithfully,



Mr. Aaron Wanford  
Headteacher